



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 16, 2015	Closing Date:	July 30, 2015
Job Title:	District Court Clerk I/II – Criminal/Traffic	Position Type:	Regular Full Time
PIN:	060165, 085627	FLSA Status:	Non – Exempt
Location:	District 7, Anne Arundel County Annapolis, Maryland	Grade/Salary:	Level I – J5 \$28,973 - \$34,289 Level II – J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: Work involves specialized clerical work and/or cashiering functions involving criminal/traffic court proceedings. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; enters new cases and updates existing case information into the District Court’s data systems; receives, opens, sorts and distributes mail to the appropriate section of the court; and other duties as assigned.

Education: High School Diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of Court experience.

Preferred: Proficiency in typing, data entry or word processing.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.
All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

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Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual’s race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.